

FIRE PREVENTION PRACTICE #3.6

August 25, 1999

TO: All Fire Inspection Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: LOGGING OF OCCUPANCY LOAD POSTINGS

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

The Minnesota Uniform Fire Code, Section 2501.16.1 requires that rooms having an occupant load of 50 or more where fixed individualized seats are not installed, and which is used for classroom, assembly, or similar purpose, shall have the capacity of the room posted on an approved sign in a conspicuous location near the main exit from the room.

Definition of Assembly: Assembly is the gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking or dining, or awaiting transportation.

In addition to requiring that occupant loads be posted in rooms, inspectors shall log the information into the "Occupant Load Posting" Book, (a red three-ring binder notebook) located on the library shelf in the copy room. Use the ""Occupant Load & Exit Requirements" form (copy attached) when computing the occupant load. A separate form must be completed for each room required to be posted. The blank space can be used for calculations, diagrams, special notes, etc. The completed form will be filed in the property file.

Note: All increases in occupant load, which may be allowed where additional exits are provided must be approved by the Fire Marshal.

Attachment

cc: Gary Trudeau, Cindy Menten
Issued: 7/12/89
Latest Revision: 8/25/99

OCCUPANT LOAD AND EXIT REQUIREMENTS

Date:

Address:

Location of Room:

Square Feet:

Number of Exits: _____ Width of Exits:

Occupant capacity shall be posted for a maximum load of _____ persons in a conspicuous location near the main exit from the room.